	1601.275700
CM/ECF	Chapter II
	Case Opening
External User's Guide	Section 1.4.8
U.S. Bankruptcy Court, Southern District of Florida	Expenses Regarding FVPS

## IV. File Expenses Regarding FVPS (Family Violence Prevention ans Services Act).

Entry of this information as support for Statements of Monthly Income\* is commonly referred to as a "private event." The PDF image of the filed document is restricted from public view in the same manner as the Statement of Social Security Number.

- \* Chapter 7 cases: Statement of Monthly Income and Means Test Calculation, Official Form B22A, Line 36.
- \* Chapter 13 cases: Statement of Monthly Income and Calculation of Commitment Period and Disposable Income, Form B22C, Line 41.
- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.

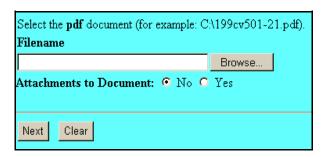
**Enter the complete case number**. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

- STEP 4 **Verify the identity of the case**. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- The **Miscellaneous** screen will display. Select **Expenses Regarding FVPS**.

  Use the drop down list to locate the selection, or click on the "e" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- STEP 7 The **PDF Document Selection** screen will display.
  - ◆ Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select Open to view the image. Once verified, double-click the PDF file or click Open to select and associate it with the docket entry.
  - The **Attachments to Document** option defaults to **No.** Click **Next**.

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**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "Attachments to Documents" for instructions on how to file attachments. Click **Next**.



CRITICAL ISSUE - The image MUST be viewed <u>before</u> attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.	
Expenses Regarding Family Violence Protection Services	Filed by
Debtor Betty Smith . (Cradic, Cam)	

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text
Expenses Regarding Family Violence Protection Services Filed by Debtor Betty
Smith. (Cradic, Cam)

- STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** This is the verification that the document has been filed electronically.
  - The NEF will be served upon all case participants authorized to receive electronic service.
  - To view the court docket and/or notice, click on the case/docket number hypertext link and the system will prompt the user for a PACER login.